



Minutes of a Joint Meeting of The Steering Group and Trustees

Of

The Debenham Project.

A joint meeting was held on Monday 14th November 2016 at 7.30pm. in Dove Cottage.

1. Attendance and Apologies.

Present: Paddy Fielder (Chairperson), Lynden Jackson, Mary Morley, Mike Rouse, Joy Walton, Alison Gravatt, Peter Holme, Roger Cockerton, Chris Bishop and Gillian Shacklock.

Apologies: Richard Blackwell and Sue Jackson.

2. Minutes of the Previous Meeting.

Paddy opened the meeting and the minutes of the last meeting were approved.

3. Matters arising from previous meetings that are not covered by the agenda.

3c. There is still no progress with the Debenham Surgery regarding setting up a hearing clinic or a falls clinic. It was noted that the surgery is still in a time of change.

4. High School involvement with The Project. Peter has approached the school regarding involvement with the music students but this would be very difficult with their current curriculum. This will, therefore, be kept on hold as an idea for the moment. Peter said that CAMEO is currently running very well with the activities already in place and, when asked, the participants seem happy with what is provided.

During the High School Diversity Week social care students have previously been involved with Project activities. The school holds a diversity lunch to which Project participants are invited so there is contact and involvement with the school

Paddy asked whether the D of E. scheme was run at the school. It is, but when previously approached it was found that they already had social care areas covered. Paddy will enquire whether Thomas Mills High School in Framlingham would like to involve any of their students with The Project.

Link with Active Lives. There is not a huge take-up for the new age curling activity but it will continue for the time being. One issue could be transport to the Leisure Centre.

Transport. Mary Marshall has given up responsibility for this at the moment due to ill health. Avenue East has now been replaced with a different organisation but as they and The Parish Council were unable to make progress on setting up a rural transport scheme The Debenham Project has continued to provide an effective service for transport to and from medically related appointments using its informal network of volunteer drivers. This has proved to be very successful to date and now has two new drivers. However, the service does not cater for social activities shopping etc.

Ambassadorial Role. Paddy has taken this on very successfully.

4. **General Progress on Current Activities and Near-term Objectives.**

- a. Lunch Clubs. Joy reported that seven volunteers have now taken their food hygiene certificate training via Age Concern. There was no summer outing this year but she will liaise with the other lunch clubs to try and organise a joint outing next year. Meetings at Coopersfield stopped in March because of the alterations to the building. Work has now finished and the results are very good with improved facilities. There are currently 12 guests and seven volunteers who take on various roles. The new manager, Hilary Green, is very supportive. As transport from Coopersfield up the hill to the Leisure Centre can be a problem it was thought that some people might make a visit to Framlingham to see how they operate their transport for the elderly. Cross Green lunch club currently has 6 guests and is going well; Joy's group has 5 guests with an occasional extra one. They go on outings to museums etc. but not in the winter.
- b. Wednesday Clubs. Lynden reported on behalf of Sue. The Fit Club is going well and is still great fun. One person has exercise instruction in their home on a one-to-one basis as they cannot get out to the classes. The Carers Club and Info' Café have a few new members with numbers in the upper 20's to 30's. The games eg cards and dominoes are varied and adult colouring books have been found to be very popular. Two female and one male volunteer have joined during the past year. (** not sure that which followed referred to)

- c. Cameo. Peter reported that there are currently 20 people on the books although average attendance at a session is 15-16. Deafness is a problem within the group and Paddy agreed to raise this with The Patient Participation Group. There was a visit to Helmingham Hall during the summer which was very enjoyable and the staff there were very helpful. The group has tickets for the pantomime at The Wolsey Theatre and financial support for this trip from Project funds would be appreciated. Lynden agreed that the project would support them on a similar basis to last year's event.
- d. Relaxation. Lynden reported that the Thursday Relaxation group sessions have now stopped as one participant has gone to residential care and another was finding it very difficult to relax in that situation. Margaret Samaine now comes to the Carers Club and is happy to help people individually in the quiet room if required.

5. **Initiation of a "One to One Support Service.**

Paddy and Lynden are forming a group with the aim of offering support to people who are newly diagnosed with dementia and others who need a degree of continuing and individual support. An initial meeting was held at Lynden's house when 'what could be done and how to go about it' was discussed. The meeting was attended by Peter Haas, Jean Richardson, Angeles Liston, Martin Liston, Jill Lawson, Paddy and Lynden. Some concerns were raised regarding such issues as personal liability and the need for security checks etc. Roger said that The Project's Public Liability insurance would cover those offering this support service. There is to be another meeting shortly to discuss how to proceed and progress this idea.

6. **Report and Accounts for 2015/16.**

Roger said that the previous method of reporting the accounts has been changed and it was recommended that The Project revert to the 'cash book' system of recording transactions where the receipts and payments actually received for the period are recorded and are the basis of the financial report. The accounts do not now have to be lodged with The Charity Commissioners as they are for comparatively small amounts.

7. **Financial Position and Funding Prospects.**

The reserves are still healthy, standing at £21k, some of which is restricted for specific expenditure. Running costs are approximately £8k pa. The accounts

need to be audited and Charles Rickards will take over this task from Colin Edgeley. The Project has received some generous donations during the year from corporate bodies, Comic Relief and an individual donation of £1,500. In Memorium donations cannot be relied on as a form of income but must be treated as 'icing on the cake'. The total income for this year to date is £8,300. Rent for Dove Cottage has increased but insurance has stayed much the same.

It was agreed that The Trustees Report was very well written and Lynden was commended for this.

8. Public Relations, Publicity, Presentations and Discussions.

Paddy and Lynden have been speaking at venues, including Wales and the NEC (Birmingham) as noted in the Trustees Annual report (section C). At The Conference for Health and Social Care 2016 at the NEC Paddy had a long discussion with the chairperson who is a Professor of Nursing. She has requested an article to be put forward for publication in an appropriate journal. Paddy is a governor with The Norfolk and Suffolk Foundation Trust whose theme for this year is dementia and he has recently given a talk to them about The Debenham Project. Lynden is still continuing discussions with the CCG, Adult Care Services and Commissioners with a view to moving things towards funding of professional services in the community by these bodies. There are positive links with Health Watch where Lynden sits in on the meetings.

9. Project Participation in the Provision of Peri-diagnosis Dementia Support.

This is a new initiative which Lynden feels is a positive move. The Joint Commissioners, Health and Social Care are issuing a contract for two years with funding of £228k pa. and the probability of a further two year extension at the same level of funding. Bids for providing this initiative had to be submitted by October 4th 2016 and it is understood that there were possibly 3 bidders. These included a joint bid by The Sue Ryder Foundation, The Norfolk and Suffolk Foundation Trust and The Norfolk and Suffolk Dementia Alliance partnered by most of the local dementia alliances, dementia friendly communities, etc. and including the Debenham Project. The Sue Ryder Foundation would be the lead on this initiative.

There is currently a joint NHS and Social Care Sustainability and Transformation Plan under discussion with the results to be published shortly.

10. Progress Towards Long Term and (Vision of Caring).

Nothing is happening here. Discussions take place with other relevant parties but do not progress. There is no inclination to invest in communities yet. There appears to be a general denial that the NHS is not currently coping with the needs of dementia sufferers. There might be the opportunity for progress with this if there were a suitable building, such as a cottage hospital, here in which to invest but, unfortunately that is not the case here in Debenham.

11. Policy Matters.

The Project has had to change the organisation to which it goes for getting DBS checks as Christie Care has ceased to provide this service. Community Action Suffolk will now take over this provision. Currently the only people needing this are the volunteer drivers and, when the scheme is started, those providing one-to-one advice.

12. Any Other Business.

Mike generously offered to hold another garden party at The Limes next year. He was thanked sincerely for this and he suggested holding it at the end of June/ beginning of July as in previous years.

Lynden reminded us that The Project has now been running for 7 years and that it has evolved over this time with some initiatives being terminated and others commencing.

Coopersfield is a good venue for events with a supportive manager and Lynden wondered whether a music group could be formed to meet there.

Paddy suggested trying to get a well known personality who lives locally, such as Roy Hudd, to support The Project in order to continue raising awareness and help with fundraising.

13. Date of the Next Meeting.

This will be decided at a later date.

Paddy closed the meeting at 8.55pm.